

## **CHAPTER OVERVIEW:**

The purpose of this chapter is to address specific employment practices, related directly to the Children's Division (CD) and its employees. At no point in time, shall this chapter supersede the Department of Social Services (DSS) Administrative Manual. All Children's Division employees should consult the DSS Administrative Manual for detailed employment practice policy and procedures.

- 2.1 Conflict of Interest and Preferential Treatment
- 2.2 Transportation of Children
- 2.3 DSS Administrative Manual Link

### **2.1 Conflict of Interest and Preferential Treatment**

The Children's Division prohibits the steering of or directing referrals of persons served by the Division to a private practice or contracted provider, in which the personnel, consultants or the immediate relatives of CD employees or past CD employees are engaged. This policy is put forth to avoid the appearance of a conflict of interest. It is permissible to include such personnel, consultants and their agencies on referral lists, but no referral shall be made exclusively due to current or past personal relationships.

The Children's Division prohibits preferential treatment of members of designated authorities with policymaking functions, advisory boards, personnel, private practices, contracted providers or consultants in applying for and receiving the Children's Division services.

Related Subjects: DSS Administrative Manual Sections, <a href="#">2-120-Code of Conduct</a> , <a href="#">2-105-Employment of Relatives</a> , <a href="#">2-500-Conflict of Interest</a> and <a href="#">2-503 Political Activities</a> .
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### **2.2 Transportation of Children**

The Children's Division has basic requirements for employee's and contracted individuals who are or may be responsible for the transportation of children in CD's custody. These basic requirements are as follows:

- a. A passenger (child) in the CD's custody will have medical insurance supplied by the Division in case of an accident;
- b. An employee or contracted individual of the Division shall supply proof of automobile liability insurance upon request by line of supervision;
- c. Age-appropriate passenger restraints shall be used by all passengers;

Related Subject: <a href="#">Section 4, Chapter 6, Attachment B</a> .
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- d. An employee or contracted individual shall provide annual validation of licenses and driving record upon request by the division;

- e. The Division will confirm appropriate license type; and
- f. An employee or contracted individual shall provide upon request by the Division current vehicle maintenance or inspection verification.
- g. An employee shall read the liability segment in the Risk Management Section of the Office of Administration policy about the extent and limits of liability coverage. To review this section, go to <http://www.oa.mo.gov/gs/risk/index.htm> and click on liability.

### **2.3 DSS Administrative Manual Link**

For additional information on employment practices, CD employees should review the DSS Administrative Manual for specific policy and procedures. A direct link has been provided to the DSS Administrative Manual regarding the following topics.

#### **Employment Practices**

<a href="#">Whistleblower Law</a>	<a href="#">2-100</a>
<a href="#">Sexual Harassment /Inappropriate Conduct</a>	<a href="#">2-101</a>
<a href="#">Equal Employment Opportunity</a>	<a href="#">2-102</a>
<a href="#">Religious Accommodations</a>	<a href="#">2-103</a>
<a href="#">Client Complaints of Discrimination</a>	<a href="#">2-104</a>
<a href="#">Employment of Relatives</a>	<a href="#">2-105</a>
<a href="#">Posting Requirements</a>	<a href="#">2-106</a>
<a href="#">Background Checks-DSS Employees</a>	<a href="#">2-107</a>
<a href="#">Overtime/Compensatory Time</a>	<a href="#">2-108</a>
<a href="#">Internal Investigations</a>	<a href="#">2-109</a>
<a href="#">Alcohol and Drug-Free Workplace</a>	<a href="#">2-110</a>
<a href="#">Legal Representation for DSS Employees</a>	<a href="#">2-111</a>
<a href="#">Grievance Procedure</a>	<a href="#">2-112</a>
<a href="#">Affirmative Action</a>	<a href="#">2-113</a>
<a href="#">Hiring and Appointment</a>	<a href="#">2-114</a>
<a href="#">Work Rules</a>	<a href="#">2-115</a>
<a href="#">Attendance/Unauthorized Absences</a>	<a href="#">2-116</a>
<a href="#">Dress Code</a>	<a href="#">2-117</a>
<a href="#">Daily Work Period/Flexible Work Schedules</a>	<a href="#">2-118</a>
<a href="#">Confidentiality</a>	<a href="#">2-119</a>
<a href="#">Code of Conduct</a>	<a href="#">2-120</a>
<a href="#">Professional Development</a>	<a href="#">2-121</a>
<a href="#">Performance Appraisals</a>	<a href="#">2-122</a>
<a href="#">Work Adjustment/Accommodation Requests</a>	<a href="#">2-123</a>
<a href="#">Discipline</a>	<a href="#">2-124</a>

#### **Benefits**

<a href="#">Wellness Activities</a>	<a href="#">2-201</a>
<a href="#">Tuition Reimbursement</a>	<a href="#">2-202</a>

Employee Assistance Program	<a href="#"><u>2-203</u></a>
Workers Compensation	<a href="#"><u>2-204</u></a>
DSS Employee of the Month	<a href="#"><u>2-205</u></a>
Employee Suggestion System	<a href="#"><u>2-206</u></a>

Leave

Annual Leave	<a href="#"><u>2-300</u></a>
Sick Leave	<a href="#"><u>2-301</u></a>
Holidays	<a href="#"><u>2-302</u></a>
Inclement Weather	<a href="#"><u>2-303</u></a>
Voting	<a href="#"><u>2-304</u></a>
Family and Medical Leave Act	<a href="#"><u>2-305</u></a>
Shareleave	<a href="#"><u>2-306</u></a>
Military Leave	<a href="#"><u>2-307</u></a>
Administrative Leave With Pay	<a href="#"><u>2-308</u></a>
Leaves of Absence Without Pay	<a href="#"><u>2-309</u></a>

Separations

Layoff	<a href="#"><u>2-402</u></a>
Termination of Employment	<a href="#"><u>2-403</u></a>
Exit Questionnaires	<a href="#"><u>2-405</u></a>

Personal Activities

Conflict of Interest	<a href="#"><u>2-500</u></a>
Outside Employment	<a href="#"><u>2-501</u></a>
Collection of Employee Debts	<a href="#"><u>2-502</u></a>
Political Activities	<a href="#"><u>2-503</u></a>

MEMORANDA HISTORY: [CD05-78](#)